



# Gilbert Special Events 2020 Vendor Interest Application

Sat. March 5th, 2022 • 9am-2pm • Riparian Preserve

The Gilbert Special Events staff will review all applicants based on booth presentation, appropriateness to theme of the event, prior participation at Gilbert events, product offering and pricing.

All accepted applicants will be notified via email or phone, and will be required to return a signed copy of the vendor procedures along with all required fees, business licenses and insurance forms (if applicable).

## About You and Your Organization

*All event documents will be sent to the person and address listed on the application, so please help us out by being accurate and clear!*

Name of Business/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

General description of product and price range:

\_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Best way to contact you? ☐ No Preference ☐ Email ☐ Phone ☐ Regular Mail

I, (print your name) \_\_\_\_\_ as the authorized agent for the above named organization agree to hold the Town of Gilbert harmless for theft of, damage to, loss or destruction of merchandise, materials, equipment or personal property which I may have on the grounds of a Town of Gilbert special event and any injury or damage that might be caused to others arising from my organization's participation in this event. I also understand that the Town of Gilbert will not be held responsible for sales, weather, or other unforeseen revenue losses and does not guarantee revenues or numbers of event patrons. I also certify that the above named organization is in compliance with all State health and tax regulations and if applicable, operations are appropriately permitted by Maricopa County. All requests are subject to acceptance by Town of Gilbert staff and their decision is final. I understand that my signature holds me responsible for the information on this agreement. By signing below I agree to abide by the rules and conditions set forth by the Town of Gilbert. If you are accepted and have been formally notified, additional fees may be paid in one of two ways: Credit Card or Check (which can be made directly to the Town of Gilbert- Parks and Recreation/ Special Events).

Signature: \_\_\_\_\_ Date \_\_\_\_\_ Print Name: \_\_\_\_\_

FOR OFFICE USE ONLY:  
DATE REC'VD.

PAYMENT DUE:

DATE PAYMENT MADE:

INITIALS:

## VENDOR FEES

CHECK ALL THAT APPLY

**This is an annual interest form only. Submission does not guarantee acceptance.**

All accepted applications are contingent until payment, business license, certificate of insurance are received by designated deadline.

- Vendors will be notified within 72 hours of receipt of application if accepted.
- Accepted applicants: Payment is due by Jan. 20
- Payments not made by Jan. 20 will result in the loss of your space.

### **VENDOR TYPE: (Booth fees NON-REFUNDABLE.**

All vendor spaces are 10x10. If you require more space additional fees may apply.

☐ Food/Beverage \$100      ☐ Retail/Sales \$50      ☐ Informational \$50

## BOOTH OVERVIEW

### **DO YOU VEND FROM A:**

☐ Tent/booth    ☐ Cart    ☐ Food Truck    ☐ Trailer

### **SPACE REQUIREMENTS:**

Booth/Cart size: \_\_\_\_\_ Food Truck: L \_\_\_\_\_ by W \_\_\_\_\_ Trailer: L \_\_\_\_\_ by W \_\_\_\_\_

☐ Serving Window Side:      ☐ Driver Side      ☐ Passenger Side

## APPLICATION CHECKLIST

The following information is required for ALL APPLICATIONS (applications NOT including the following will not be considered.

- Completed Application
- Space requirements/footprint diagram with measurements
- Booth/Food Truck Photo
- Description of product and price list.

**\*Please Note: Town of Gilbert Offices are closed on Fridays**

### **RETURN APPLICATION TO:**

**Mail:** Gilbert Parks and Recreation Department/Special Events  
90 E. Civic Center Drive, Gilbert AZ 85296

**Email:** [jordin.sanchez@gilbertaz.gov](mailto:jordin.sanchez@gilbertaz.gov)